

Job Title: Sr. Director of Assessment Development & Psychometrics

Department: Office of Strategy & Data

Classification (Payroll Title): Education Consultant 4

Position Number: 1004899/TBD

Reports to: Assistant Commissioner, Assessment

Last Revised Date: 12/11/19

Department of Education Vision: *We will set all students on a path to success.*

Priorities: **Academics:** All Tennessee students will have access to a high-quality education, no matter where they live. **Whole Child:** Tennessee public schools will be equipped to serve the academic and non-academic needs of all students. **Educators:** Tennessee will set a new path for the education profession and be the top state to become and remain a teacher and leader.

Position Summary: This key leadership position in the Assessment Division of the Office of Strategy & Data is responsible for the development of Tennessee's standardized assessment portfolio, including summative assessments (Tennessee Comprehensive Assessment Program – TCAP) and the development of innovative formative assessment tools. This individual will also be responsible for overseeing TCAP assessment psychometrics, score reporting, standard setting, and managing contracted assessment development vendors. This position plays a key role in the state's strategic priorities by supporting the development of innovative formative assessment tools as well as the delivery of accurate, valid, and reliable summative assessment results that impact teacher evaluation and school and district accountability.

Minimum Qualifications:

- Master's degree or higher in education, curriculum, psychometrics, educational measurement, or related field
 - At least 5 years of experience working closely with standardized assessments, preferably with experience in assessment development
 - Understanding of, and experience with, educational statistics, measurement, psychometrics, or related field required. Understanding of item calibration, score equating, and item analysis, including experience using statistical software, strongly preferred.
 - Understanding of, and experience with, curriculum and assessment in K-12 education
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Essential Functions

1. Oversee development of Tennessee's statewide standardized assessment program, including managing assessment development contracted vendor and ensuring all forms meet expectations for validity and reliability.
2. Manage Assessment Development team, including psychometricians responsible for statistical analysis on assessments and content coordinators responsible for item and form development and review.
3. Lead the development of processes, business rules, and documentation for score reporting, including the re-design of student, educator, and administrator reports for all TCAP assessments.
4. Manage the review and quality control of all assessment data reports and files produced by vendors.
5. Support development of innovative formative assessment tools, including identification of items for formative question bank and statistical modeling to support creation of question clusters for formative assessments.

Knowledge, Skills, & Abilities

- *Critical Thinking & Complex Problem Solving:* Including but not limited to: breaking down tasks and complex issues to inform decision making; focuses on the right priorities, exercises good judgment that are justified with data and research
- *Results and Achievement Orientation:* Consistently produces high quality work, sets and meets ambitious goals, focused on big picture goal and how to achieve it
- *Team Management:* Is able to motivate, develop, and direct a team of people around achieving team goals
- *Monitoring:* Assessment of self, other individuals, and the development of the work to make improvements and take corrective action

Supervisory Responsibility

This individual will manage the Assessment Development team within the Office of Strategy & Data.

Work Environment

The duties will primarily be carried out indoors, in environmentally controlled conditions. The employee will be required to perform general physical abilities and handle and move objects.

Physical Demands

Physical demands include walking, standing, bending, lifting, climbing stairs, and moving during working hours.

Position Type and Expected Hours of Work

This is a full time position. Expected work hours are 37.5 hours per week, from 8-4:30pm with an hour lunch break.

Travel

Minimal travel around the state and to limited national meetings and conferences required (~5-10%).

To Apply

Please send resume, cover letter, and contact information for three professional references to education.jobs@tn.gov.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for their job. Duties, responsibilities, and activities may change at any time with or without notice.

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.

Tennessee Department of Education also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the Human Capital team at 615-741-5158. You can also direct your request for accommodation in writing to the Tennessee Department of Education, Attn: Human Capital Division, 710 James Robertson Pkwy., Nashville, TN 37243.
